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Lynn Pulou-Alaimalo  
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Deputy Director, Personnel

AMERICAN SAMOA GOVERNMENT  
DEPARTMENT OF HUMAN RESOURCES  
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

<b>Job Title:</b> <i>Medical Assistant</i>		<b>Posting Date:</b> <i>May 5, 2023</i>	<b>Serial No.:</b> <i>072-23</i>
<b>Department/Division:</b> <i>Public Health/Health Clinics</i>		<b>Closing Date:</b> <i>May 12, 2023</i>	<b>Announcement No.:</b> <i>072-23</i>
<b>Type of Position:</b> <i>Permanent Appointment</i>	<b>Posting Type:</b> <i>Employment Opportunity/ Open to the Public</i>	<b>Pay Grade and Salary Range:</b> <i>GS 10/ \$16,719 - \$42,419p.a.</i>	

**General Description:**

The Assistant is responsible to assist the professional staff by performing various resident care activities and related nonprofessional services necessary in caring for the personal needs and comfort of clients, as directed by the LPN or RN. Maintains established departmental policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards.

Assist nurses and doctors in assessing patients coming to see the Doctor and also assisting team with outreach programs that go out to the community for awareness efforts.

Strives to incorporate the philosophy and mission of MCH and to incorporate the MCH's goal of quality care in a personal manner with total regard or individual human dignity.

**Key Duties and Responsibilities:**

*Clinical tasks include:*

- Taking and recording vital signs
- Collecting and preparing laboratory specimens
- Preparing and administering medications and assisting physicians in certain medical procedures such as taking X-rays and electrograms
- Assist in home visitations.

*Administrative Assistant:*

- Updating and filing medical records

- Scheduling appointments
- Submit reports of assessments and home visitations
- Perform other job-related duties as assigned.

**Knowledge, Skills and Ability:**

- Must have Community Health Assistant Training or be Certified Nurse Assistant.

**Academic and Experience Requirements:**

- Applicant must have a Bachelor degree in a related field from an accredited university plus two (2) years of experience.
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, **or please contact the Recruitment unit at 633-4485/633-4000**

Fa'afetai tele,



Lynn Pulou-Alaimalo  
Director, Department of Human Resources